

# HOW TO FILE A WEEKLY CLAIM ONLINE

### GO TO - NEworks.nebraska.gov

Each time you file a weekly claim, you will be asked if you worked. Answer "yes" if you performed any work, even if it was temporary, part-time, or self-employment. If you worked for more than one employer in a week, add your earnings from all employers. For self-employment, report your weekly earnings after you deduct your direct business expenses for that week.

If you earned less than your weekly benefit amount for any claimed week, you may be eligible for partial benefits.

NESL: 48-625.

After you file your initial claim or reopen your existing claim, you must file a weekly claim for benefits each week you are requesting payment, even if your eligibility is being decided or you have an appeal pending.

The unemployment benefit week begins on Sunday and ends on Saturday. You have from Sunday through Friday to file a claim for the previous week.

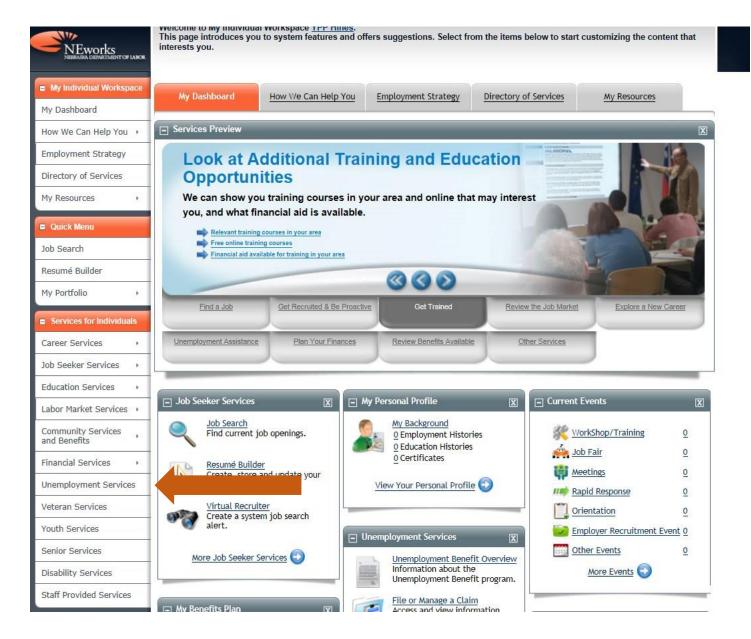


To file a weekly claim go to neworks.nebraska.gov.

At the top right corner, enter your login information (username and password) and click on Sign In.



After signing in, you will arrive at "My Dashboard." From the left links menu, click on **Unemployment Services**.

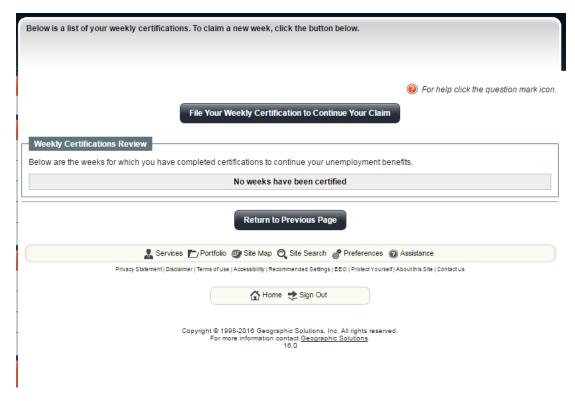


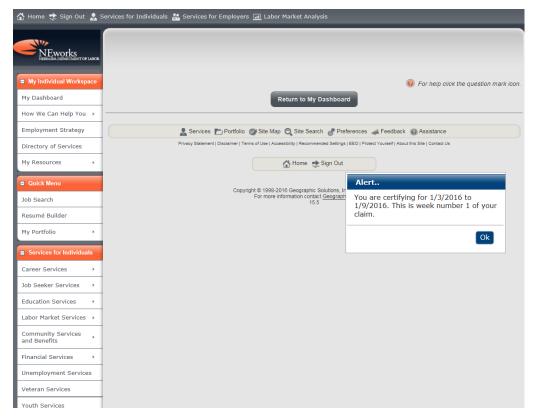
From the Unemployment Services dashboard, click on File a Weekly Claim for Benefits. If you need more information before filing your claim, click Unemployment Benefit Overview.

Note: If you have a return-to-work date with your employer, click File a Weekly Claim for Benefits and skip to page 4 of this instruction guide.



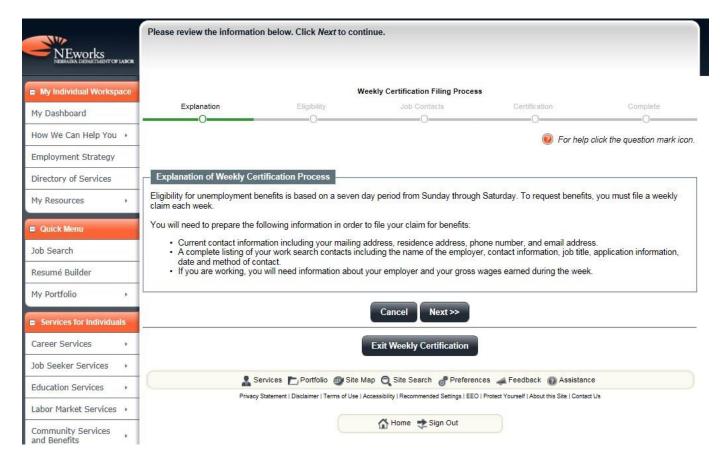
To file your claim for weekly benefits, click on File Your Weekly Certification to Continue Your Claim.



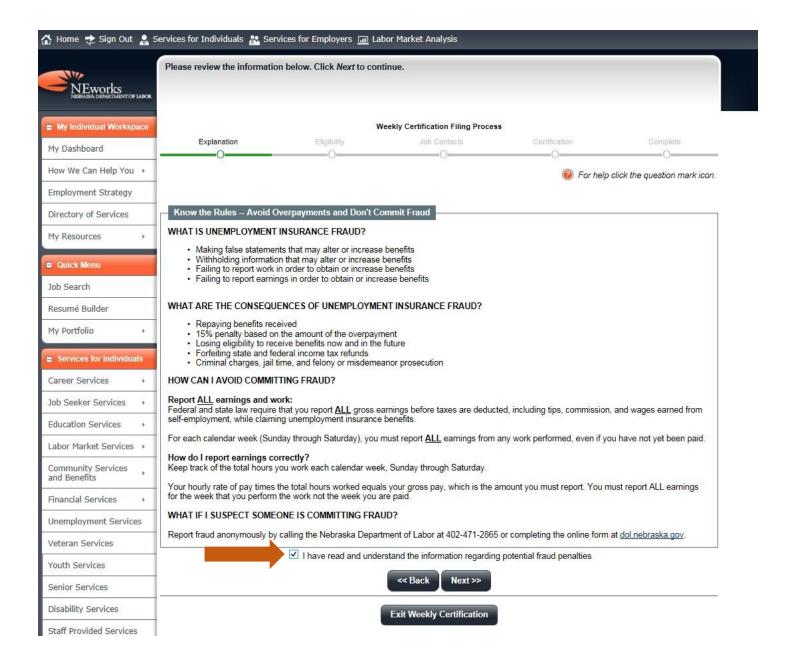


If you selected File a Weekly Claim for Benefits, the "Important Information" box will display the dates of the week you are certifying and the weekly claim number. Click OK.

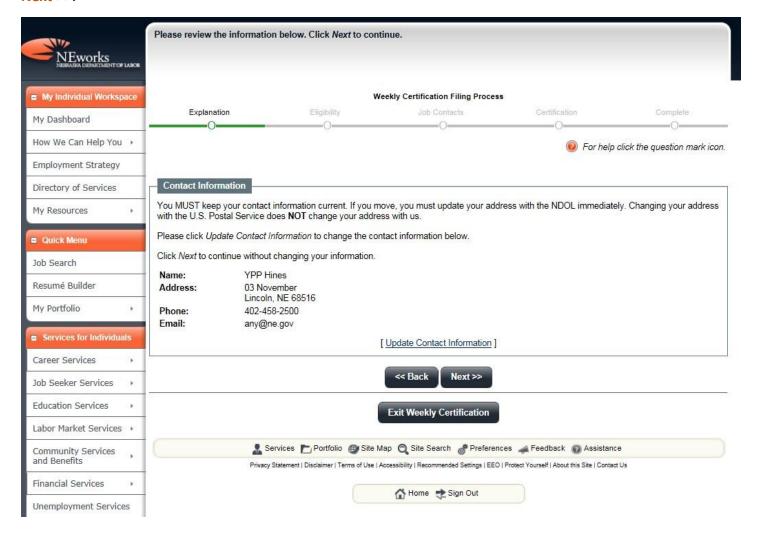
After reading the "Explanation of Weekly Certification Process," click Next >>.



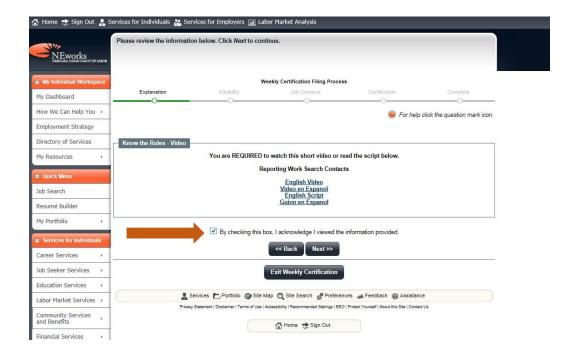
It is important that you review the information listed on the "Know the Rules..." page, as it contains information about reporting your earnings and how to avoid committing fraud. Once you have read this explanation, click on the check box to verify that you have read and understand the information, then click Next >>.



On this page you will have the opportunity to review your contact information. Please make sure it is up to date. If it is not, select the "Update Contact Information" link. After verifying your contact information, click Next >>.

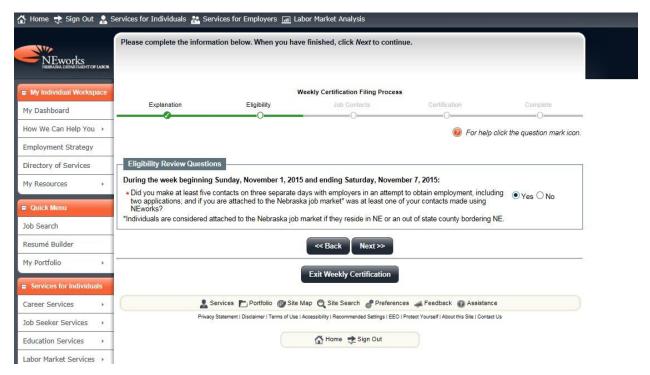


Next you may be required to watch a short video, or read the script if you are unable to watch the video. Once you have completed this step, check the box to acknowledge that you have reviewed the information provided, then click Next >>.



Note: If you have a return-to-work date with your employer, click Next>> and skip to page 15 of this instruction guide.

On this page, answer the work search question, then click Next >>.

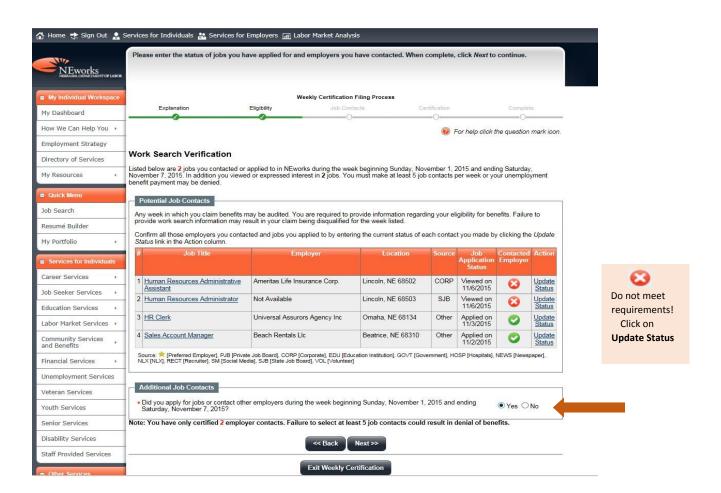


You will then be taken to the Work Search Log. If you logged any contacts during the benefit week, those will appear. If not, you will have the opportunity to enter them by answering "Yes" to the "Additional Job Contacts" question. After you click Next >> you can enter the contacts. Work search contacts that display a red circle with an X in the middle do not meet requirements. You may click on the Update Status link to provide the missing information.

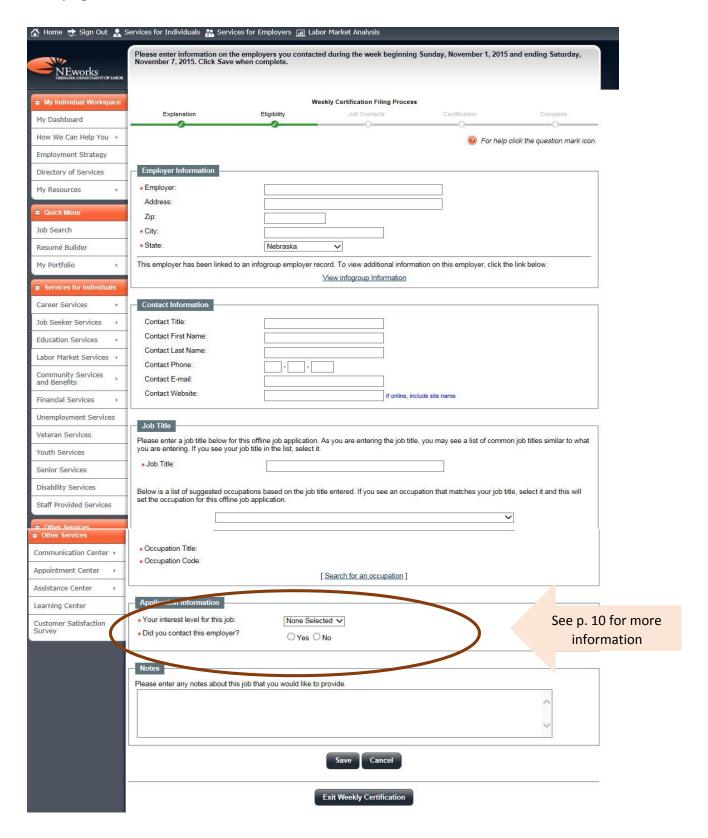
#### Please note:

Initial claims effective October 18, 2015 or after require five work search contacts per week, including one contact using NEworks. If you reside in Nebraska or an out-of-state county bordering Nebraska, you must make at least one contact per week using NEworks. Work search requirements will change during the duration or your claim. Please see below chart.

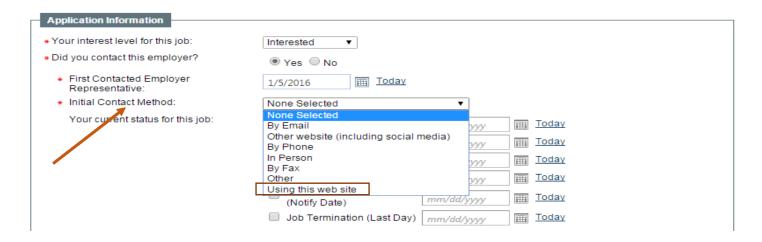
| Weeks Claimed | Number of required work search contacts | Required applications submitted | Required minimum number of days to contact employers | Required number of contacts using NEworks |
|---------------|---|---------------------------------|--|---|
| 1-5           | 5                                       | 1                               | 1  | 1   |
| 6-13          | 5                                       | 2                               | 3  | 1   |
| 14 or more    | 5                                       | 2                               | 4  | 1   |



After answering "Yes" to the "Additional Job Contacts," the following page will appear. Enter all work search contact information. You will need to repeat this process for each contact required for the week you are certifying.

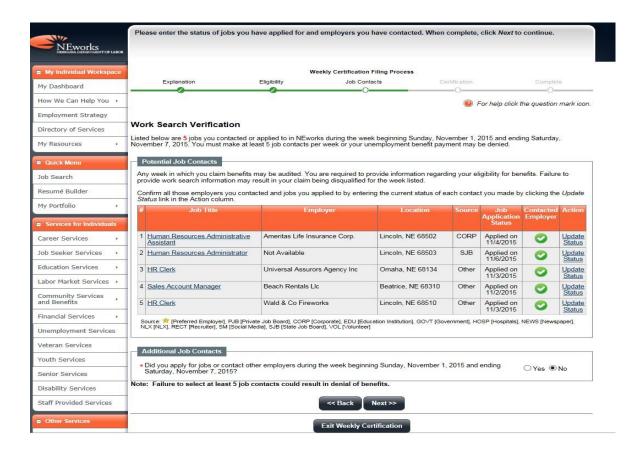


\*Note: If the job contact was made in NEworks, the Initial Contact Method should be set as Using this web site.

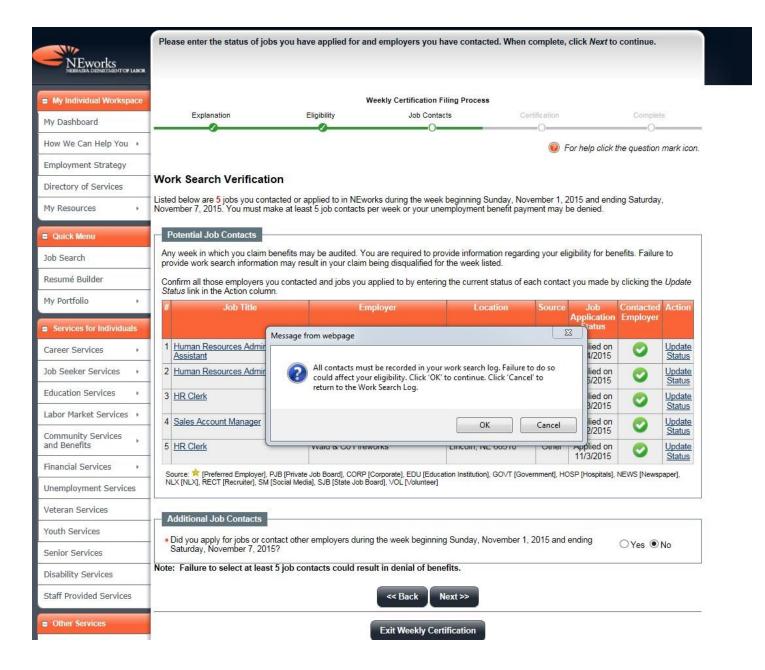


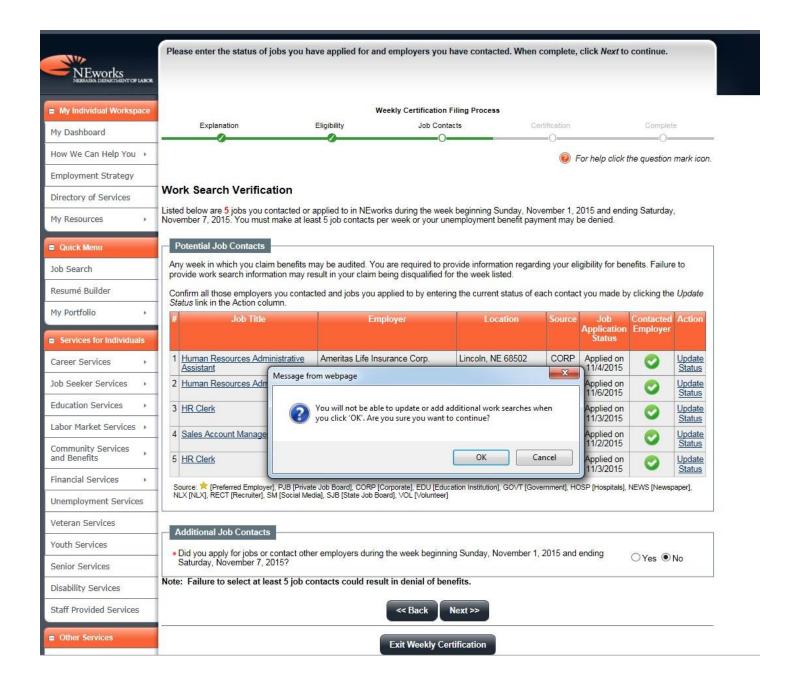
Review the **Application Information** section for each job listed <u>prior</u> to claiming your weekly benefits and verify that you have met all Work Search Requirements.

Be sure that you have entered all of your contacts and all of the required information. You won't be able to add or modify the work search contacts information after proceeding to the next page. After all work search contacts have been added, click Next >>.



After you click Next >> you will see two confirmation pop-up boxes.





Your weekly work searches may be audited. If your recorded work search contacts are not verifiable, you may be disqualified from benefits and required to repay benefits previously received for the audited week. Under the provisions of the Nebraska Employment Security Law, misrepresentation of your work search or any other information may result in loss of eligibility for unemployment insurance benefits.

Next you will be taken to the weekly claim information page. After you read the instructions, click **CONTINUE**.

Weekly Claim

For your information:

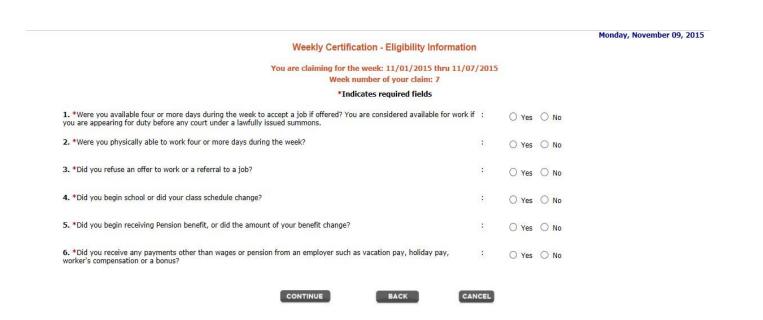
If you are working during a week you wish to claim, you must report your gross earnings for the week. Gross earnings include wages, tips, salary, and other earnings before deductions and taxes.

You must report wages when they are earned. Do not wait until you are paid. For example, if you are paid an hourly wage of \$15 and worked 10 hours during the week, you must report \$150 in gross earnings on your weekly claim, regardless of when you receive your paycheck.

You will be presented with the "Weekly Certification-Wage Information" page. After you answer the questions, click **CONTINUE**.



Next, answer the "Eligibility Information" questions, then click CONTINUE.



You will then see the "Closing Statement" page. Make sure all of your answers are correct. To edit a response, use the **BACK** button at the bottom of the page. **After you click Submit, you will not be able to change your answers.** You will need to check both boxes at the bottom before being allowed to submit your weekly claim.

Note: If you do NOT have a return-to-work date with your employer, click Submit and skip to page 17.

Monday, November 09, 2015 Weekly Certification - Closing Statement You are claiming for the week: 11/01/2015 thru 11/07/2015 Week number of your claim: 7 Your entries for your Weekly Claim are as follows: Note: To edit a response, use the BACK button at the bottom of the page. 1. During the week listed above, did you work? 2. County where filing today? 3. Were you available four or more days during the week to accept a job if offered? You are considered available for work if you are appearing for duty before any court under a lawfully issued summons. 4. Were you physically able to work four or more days during the week? 5. Did you refuse an offer to work or a referral to a job? 6. Did you begin school or did your class schedule change? 7. Did you begin receiving pension benefits, or did the amount of your benefits change? 8. Did you receive any payments other than wages or pension from an employer such as vacation pay, holiday pay, worker's compensation or a bonus? 9. Did you make at least five contacts on three separate days with employers in an attempt to obtain employment, including : two applications; and if you are attached to the Nebraska job market\* was at least one of your contacts made using \*Individuals are considered attached to the Nebraska job market if they reside in NE or an out of state county bordering NE. 10. Number of work search contacts certified 11. Number of applications completed : 3 12. Number of days of the week work search was completed : 4 13. Number of contacts using NEworks \* 🗹 "I understand that I have filed week 7 on this claim. Work search requirements change based on the number of weeks claimed. I understand it is my responsibility to review these requirements as provided on the Weekly Certification Confirmation Page. \* 🗹 "I understand that I have filed for my weekly benefit claim. All information I have provided is true and accurate to the best of my knowledge. I understand that the law provides for penalties, including loss of benefits and/or criminal charges, for making false statements to obtain unemployment benefits. Any week I claim benefits may be audited and I will be required to provide information regarding my eligibility for benefits."

#### Continued from page 6 for individuals with a return-to-work date from their employer.

You will be taken to the Weekly Claim for your information:



#### After you read the instructions, click **CONTINUE**

You will be presented with the "Weekly Certification-Wage Information" page. After you answer the questions, click **CONTINUE**.

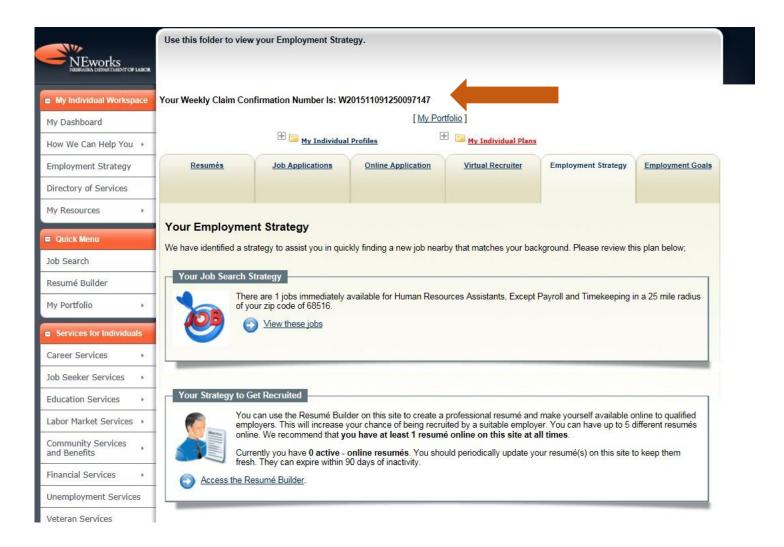


Next, answer the "Eligibility Information" questions, then click **CONTINUE**.

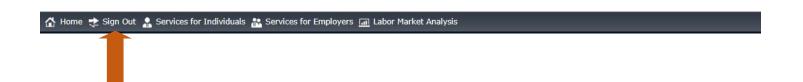


You will then see the "Closing Statement" page. Make sure all of your answers are correct. To edit a response, use the BACK button at the bottom of the page. After you click Submit, you will not be able to change your answers. You will need to check the box at the bottom of the page before being allowed to submit your weekly claim.

Tuesday, March 01, 2016 Weekly Certification - Closing Statement You are claiming for the week: 02/21/2016 thru 02/27/2016 Week number of your claim: 3 Your entries for your Weekly Claim are as follows: Note: To edit a response, use the BACK button at the bottom of the page. 1. During the week listed above, did you work? : No 2. County where filing today? : Lancaster (NE) 3. Did you refuse an offer of work with your regular employer or in your usual occupation? 4. Were you physically able to work four or more days during the week? : No 5. Did you begin school or did your class schedule change? : No 6. Did you begin receiving pension benefits, or did the amount of your benefits change? : No 7. Did you receive any payments other than wages or pension from an employer such as vacation pay, ... : No holiday pay, worker's compensation or a bonus? \* 🗏 "I understand that I have filed for my weekly benefit claim. All information I have provided is true and accurate to the best of my knowledge. I understand that the law provides for penalties, including loss of benefits and/or criminal charges, for making false statements to obtain unemployment benefits. Any week I claim benefits may be audited and I will be required to provide information regarding my eligibility for benefits." After you click **Submit**, you will be presented with a confirmation number. **This will confirm that you have completed the weekly claim process.** Please keep the confirmation number for your records.



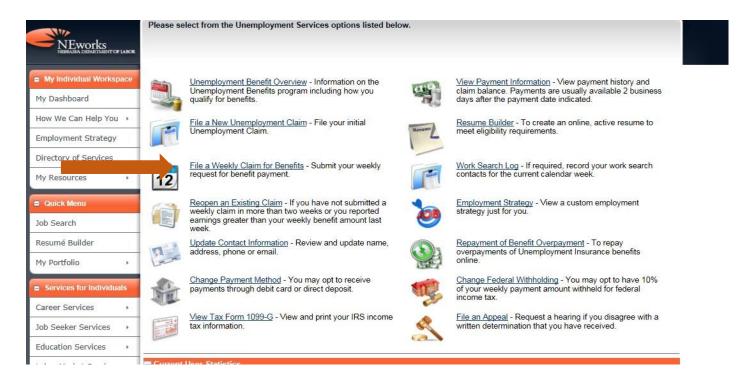
If you are using a public computer, be sure to sign out of your NEworks account to protect your personal information.



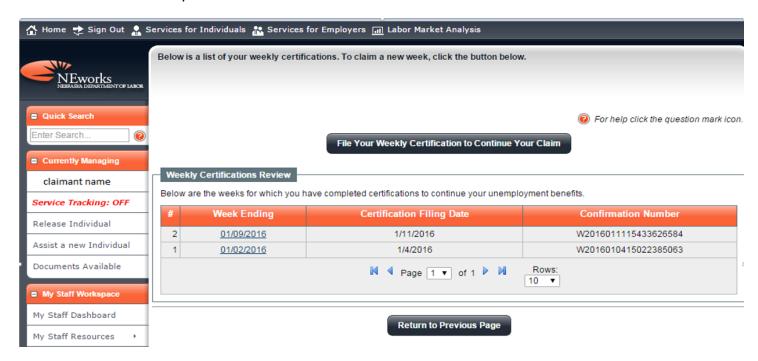
## REVIEWING YOUR WORK SEARCH CONTACTS

You can view the work search contacts you submit each week.

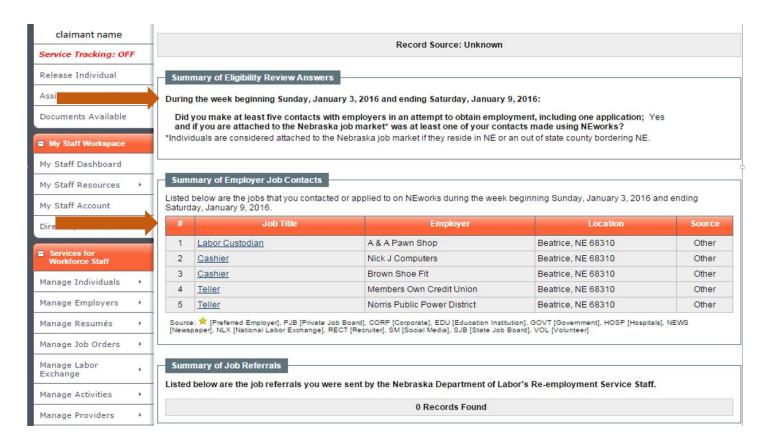
Click on File a Weekly Claim for Benefits.



Listed under Weekly Certification Review, click on the dates listed under Week Ending to view a detailed list of work search activity for the benefit week claimed.



Listed are your job contacts and applications by benefit week claimed. View the contact details by clicking on each job listed under Job Title.



For more information, visit dol.nebraska.gov.

Revised 03-02-2016

Equal Opportunity Program/Employer

TDD: 800.833.7352

Auxiliary aids and services are available upon request to individuals with disabilities

TTY: 402-471-0016